

Pro-forma for information required from CFOs and non-CFOs for Annual Implementation Report and other reports

CFOs (and non-CFOs) should take an overview of their provision, referring to specific providers and sub-contractors where appropriate. Where CFOs are delivering provision under more than one Priority, they should state to which Priority the comments and examples apply. All case studies/examples should include: name of project/provider/sub-contractor(s); groups targeted (including type of disability where appropriate); location of project/provider; number of participants; and total/ESF cost.

Ideally, under section 3 we would like CFOs and non-CFOs to provide a commentary on the progress they are making towards meeting their equal opportunities targets. However, for 2008, we realise that issues such as delays in contracting rounds and the non-availability of MI data at this early stage of the programme may restrict CFOs ability to provide this information. **CFOs and non-CFOs will be asked to comment fully on the progress they are making towards targets in future AIR reports from 2009 onwards.**

1) Regional ESF frameworks (500 words)

Provide an overview of how activities have added value to regional employment and skills priorities set out in the regional ESF framework.

If ESF has helped to respond to any significant regional or local economic or labour market shocks (e.g. a large scale redundancy), please describe the ESF contribution.

Describe how ESF activities complement and add value to other regional or area-based initiatives such as City Strategy Pathfinders and the Working Neighbourhood Fund.

2) Publicity (1200 words)

a) A summary (300 words) of the implementation of the CFO communication plan (or non-CFO communications activities) and the resulting achievements, in particular:

- main/innovative measures to publicise funding opportunities to potential applicants, and EU/ESF awareness and understanding amongst participants and members of the public - and the main outcome/results where information/evidence is available
- collaborative TA supported information and publicity activities with other CFOs, such as publicity groups, joint events, publications, e-zines and websites
- a reference to how provider compliance with publicity requirements is monitored

- support for national level (Managing Authority led) information and publicity measures – including the ESF publicity network, contributions to the e-zine and website.

b) Supplementary material (900 words):

How the CFO manages and monitors the implementation of the CFO communication plan, including the activities required of providers and how any non-compliance is addressed.

Some specific information on the following:

- the location where the 2007-2013 ESF CFO plaque is displayed, the number of ESF project plaques (and national posters/other awareness raising materials) distributed to providers during the year;
- summary details of two ESF project participant case studies that may have attracted media attention or have the potential to do so;
- the number of press releases issued, and brief descriptions, where available;
 - the number and type of ESF information and publicity products/ publications produced in the year;
 - evaluative measures that have been undertaken, for example on press/media coverage of articles referring to ESF, the number of hits on ESF website pages;
 - the use of TA/collaborative information and publicity activities with stakeholders/other CFOs;
 - information and publicity plans for 2009, including collaborative activity with others.

3) Equal opportunities and disadvantaged target groups (1200 words)

a) Overview

A summary of the main approaches taken to mainstream equality. For CFOs this should include two paragraphs covering:

- procurement and any equality-issues arising (minimum 100 words)
- contracting and contract management/monitoring processes and any equality-related issues arising. (minimum 100 words)
- details about (i) the extent to which CFO providers have made arrangements for specialist/niche provision to meet the varied needs of participants (ii) some examples of such specialist

provision

For non-CFO projects this should cover project delivery – one or two representative examples of what providers are doing (minimum 100 words).

b) Gender (300 words)

A summary of the main ways in which gender equality is being actively promoted by CFO and non-CFO providers in ESF (100 words)

Two case-study examples of how CFO providers (and non-CFO-providers where applicable) are supporting women or men for gender-based support (e.g. training for men or women to enter non-traditional occupations; projects targeting women returners; projects promoting work-life balance etc.). Each case study example should be a minimum of 100 words.

c) People who are disabled (300 words)

A summary of the main ways in which disability equality is being actively promoted (minimum 100 words).

At least two case study examples of the ways in which access to provision has been (or will be) promoted for people who are disabled (both by providers and any sub-contractors). This should include one or two examples of:

(i) **any** adaptations to buildings, equipment, websites, software, transport provision etc in order to promote physical access to support;

ii) the wide range of different types of disabled participants being helped by providers and the extra efforts that providers are making to attract different types of disabled people to the programme (e.g. innovative recruitment procedures, extra efforts to consult with community-based disability groups etc.) (minimum of 100 words per case study).

d) Lone parents (200 words)

Information and one or two specific examples on activities to promote participation in employment by lone parents.

e) Older people (300 words)

A summary of activities to promote access to provision by older people (100 words).

Two examples of activities either delivered (or planned to be delivered)

to retain older people in employment and/or re-engage them in the labour market. (100 words per case study)

f) Ethnic minorities (300 words)

A summary and examples of activities to actively promote equality for people from ethnic minorities and provide access to provision for people from ethnic minority groups. (100 word summary).

Provide two case studies of support delivered (or planned to be delivered) to help people from ethnic minorities (100 words per case study)

g) NEETs (if applicable) (200 words)

A summary and examples of activities to re-engage young NEETs and to increase participation in education, employment and training.

h) Caring responsibilities (200 words)

A summary and examples of the ways in which access to provision is being promoted for people with caring responsibilities.

Include information and examples on initiatives taken to promote access (e.g. childcare etc). Include information and examples of any specific activities to improve the supply of care workers (e.g. training child care workers).

i) Migrants (if applicable) (200 words)

A summary and examples of activities to increase the participation of migrants including refugees, in employment or to improve/adapt their skills.

j) Other disadvantaged groups (200 words)

Information and examples on any other disadvantaged groups targeted, including offenders/ex-offenders, homeless, substance/alcohol drug misusers etc.

4) Sustainable Development (500 words)

A minimum 150 word summary of the approach to promoting sustainable development including:

- brief description of action taken by CFOs in the region to implement the requirement that all providers have a sustainable development policy statement and implementation plan
- number and proportion of CFO providers are complying with the

basic requirement of having a policy and a plan?

- details of any remedial action being taken to address any problems/deficiencies in meeting the above requirement along with expected timescale for resolving issues (or details of arrangements to be put in place to address this issue in future).

A 100 word case study of how projects/providers are complying with requirements including any good practice.

Provide a minimum 100 word description of the extent to which specific environmentally-focused employment and skills projects/activities are being supported by CFOs (e.g. training in environmental management and protection skills, and eco-friendly technologies, environmental conservation projects with a focus on skills or jobs etc).

In Priority 2/5 only: If there is little in the way of specific projects, what is the CFO doing to encourage more? (minimum of 100 words)

5) Innovation (if applicable) (400 words)

[For all projects, not just dedicated innovative and transnational projects:] If applicable, provide examples of innovative activities undertaken by projects/providers. Describe how they add value to existing provision and how they are being mainstreamed.

6) Transnationality (if applicable) (400 words)

[For all projects, not just dedicated innovative and transnational projects:] If applicable, describe any transnational links that projects/providers have. Describe how they add value.

7) Joint social partner activities (Convergence Priority 5 only) (300 words)

Describe joint social partner activities (capacity-building, training, networking, strengthening the social dialogue and other activities undertaken taken jointly employers and trade unions, in particular relating to adaptability of workers and enterprises.

8) Complementarity with other EU funding (if applicable)

Describe any links to activities funded by other EU programmes including:

- European Regional Development Fund **(200 words)**
- European Agricultural Fund for Rural Development **(200 words)**
- European Fisheries Fund **(200 words)**
- Lifelong Learning Programme **(200 words)**
- Youth in Action Programme **(200 words)**

- Seventh Framework Programme for Research and Technological Development **(200 words)**
- European Investment Bank **(200 words)**

9) Business Support Simplification Programme (if applicable) (200 words)

Where relevant describe how provision has complied with the Business Support Simplification Programme.

10) Community Grants (if applicable) (800 words)

A summary of the way in which small grants are made available to small voluntary and community groups together with examples of the type of activities supported and/or grants provided. The number of Community grants awarded, the total value and the range of value (broken down into ESF and match).

11) State Aids (if applicable) (300 words)

Confirmation that, where appropriate, support provided adheres to the rules regarding state aids. Total amount of funding granted under state aid schemes.

12) Technical Assistance (if applicable) (300 words)

Provide examples of technical assistance projects and what the funding is supporting. How is it adding value to Priorities 1, 2, 4 and 5?